

Guide to Ethics Laws 2014

A Plain English Summary



Missouri Ethics Commission

www.mec.mo.gov

09/2013

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This guide is intended to provide a plain English summary of the Missouri Ethics laws, including laws affecting the activity of individuals who are or may become candidates for elective office at the state, county, municipal or special district level in Missouri.

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About the Missouri Ethics Commission

Missouri Ethics Commission

The Missouri Ethics Commission (MEC) was created by the Missouri Ethics Law of 1991 (§105.955 RSMo).

The Commission is charged with enforcement of and retention of information and reports related to:

- ♦ Conflicts of interest laws relating to
 - Public officials
 - Employees
- ♦ Lobbyist reporting laws
- ♦ Personal financial interest reporting laws
- ♦ Campaign finance disclosure laws

The Commission has six governor-appointed and senate-approved members, not more than three of the same political party. These members must also be from different congressional districts. The Commission elects a chair and vice-chair biannually.

The Commission issues advisory opinions regarding any of the laws which it enforces. Advisory opinions can be found on the Commission website.

Our Mission

We serve the public interest. We assist and educate the citizens of Missouri, public officials, lobbyists, and those participating in public elections. We create transparency and accountability and consistently enforce campaign finance, conflict of interest, and lobbying laws.

Information about the Ethics Commission
and all forms and requirements can be found on the
Commission's website at www.mec.mo.gov.

All Required Filers

Personal Financial Disclosure (PFD)

Purpose

Personal Financial Disclosure provides the public with information about a **public official's, employee's** or candidate's financial interests. Historically used to disclose any potential conflicts of interest by a public official or employee. Also known as Financial Interest Statement. See §105.483—105.492 RSMo for more information.

Who must file?

Public officials and candidates for the following positions are required to file personal financial disclosure statements (including former officials/employees who served in the previous calendar year):

- ✓ Statewide office and designated staff
- ✓ Senators and Representatives
- ✓ New judicial candidates
- ✓ Incumbent Judges (except Municipal)
- ✓ Municipal Judges (if required by political subdivision)
- ✓ Certain state boards and commission members
- ✓ Certain employees of the state or political subdivisions of the state including those employees who are authorized to serve as the chief administrative officer, chief purchasing officer, general counsel (if employed full-time), or to promulgate or adopt rules and regulations
- ✓ Candidates and public officials in political subdivisions, where an ordinance has been adopted and filed with the Missouri Ethics Commission, that meet one or both of the following exceptions:
 - ◆ The candidate, official, or their relative (related within the first degree of blood or marriage) is doing business or owns a substantial interest in a business that has conducted business with the political subdivision in excess of \$500/transaction
 - ◆ The conflict of interest ordinance/resolution specifically requires the filing of a Personal Financial Disclosure statement

 See [Guide to Personal Financial Disclosure](http://www.mec.mo.gov/EthicsWeb/PFD/PFD_Publications.aspx) on our website.
(www.mec.mo.gov/EthicsWeb/PFD/PFD_Publications.aspx)

All Required Filers

Personal Financial Disclosure (PFD)

Annual Filers

- ✓ Individuals holding certain positions, designated by political subdivisions with an annual operating budget over \$1 million dollars, are required to file a PFD statement beginning in January and no later than May 1st for each year they hold the position.
- ✓ These individuals, known as annual filers, should check with their political subdivision for their filing requirements.
- ✓ The political subdivision may adopt a conflict of interest ordinance or resolution identifying positions required to file. The ordinance must be filed with the MEC and is required to be re-adopted every 2 years.
- ✓ List of required filers:
 - ◆ Each year, all designating agencies and/or political subdivisions with an AOB over \$1 million (with or without an ordinance or resolution) are required by law to provide the MEC with a list of all individuals required to file a PFD.
 - ◆ An individual should contact his agency or political subdivision with questions about being designated by the agency.
- ✓ Annual filer notification:
 - ◆ MEC annually notifies, in January of the year the statement is due, individuals (including former officials/employees) who have been designated as required to file by their agency or political subdivision.
 - ◆ State law requires the agency, designating the individual as required to file, to notify the individual, including former officials/employees.
- ✓ Reporting time period:
 - ◆ Include entire previous calendar year (January 1 to December 31); **unless**
 - ◆ If not in the position for the entire calendar year, report from January 1 through the last day position was held



See [Ordinance](http://www.mec.mo.gov/EthicsWeb/PFD/PFD_Info.aspx#Section7) on our website for more information and a sample.
(www.mec.mo.gov/EthicsWeb/PFD/PFD_Info.aspx#Section7)

All Required Filers

Personal Financial Disclosure (PFD)

Newly Appointed or Employed

New Appointment

- ✓ Must file a PFD if the position specifically requires it:
 - ◆ Within 30 days from appointment date
 - ◆ With the MEC
 - ◆ Report for calendar year before the date of appointment (ex: if appointed in 2013, report for calendar year 2012).

New Employee

- ✓ Must file a PFD if the position specifically requires it.
 - ◆ Within 30 days from hire date
 - ◆ With the MEC
 - ◆ Report for calendar year before the date of employment (ex: if newly hired in 2013, report for calendar year 2012).

Where to file:

- ✓ Annual filers (except sitting Judges) file with MEC. If a political subdivision has ordinance on file, filer must also provide a copy to the governing body of the political subdivision.
- ✓ Circuit & Associate Circuit Judges file with Supreme Court.

Deadlines for All Filers:

- ✓ Fax filings ARE NOT accepted, paper forms require original signature
- ✓ Electronically filed or hand-delivered—must be received by 5:00 pm **on** due date
- ✓ Mailed—must be post-marked no later than midnight the day **before** the due date



Log-in online at <http://mec.mo.gov/>.

Candidates

Personal Financial Disclosure (PFD)

Purpose

Personal Financial Disclosure provides the public with information about a public official's, employee's or **candidate's** financial interests. Historically used to disclose any potential conflicts of interest by a public official or employee. Also known as Financial Interest Statement. See §105.483—105.492 RSMo for more information.

Who must file?

Public officials and **candidates** for the following positions are required to file personal financial disclosure statements (including former officials/employees who served in the previous calendar year):

- ✓ Statewide office and designated staff
- ✓ Senators and Representatives
- ✓ New judicial candidates
- ✓ Incumbent Judges (except Municipal)
- ✓ Municipal Judges (if required by political subdivision)
- ✓ Certain state boards and commission members
- ✓ Certain employees of the state or political subdivisions of the state including those employees who are authorized to serve as the chief administrative officer, chief purchasing officer, general counsel (if employed full-time), or to promulgate or adopt rules and regulations
- ✓ Candidates and public officials in political subdivisions, where an ordinance has been adopted and filed with the MEC, that meet one or both of the following exceptions:
 - ◆ The candidate, official, or their relative (related within the first degree of blood or marriage) is doing business or owns a substantial interest in a business that has conducted business with the political subdivision in excess of \$500/transaction
 - ◆ The conflict of interest ordinance/resolution specifically requires the filing of a Personal Financial Disclosure statement



See [Guide to Personal Financial Disclosure](http://www.mec.mo.gov/EthicsWeb/PFD/PFD_Publications.aspx) on our website.
(www.mec.mo.gov/EthicsWeb/PFD/PFD_Publications.aspx)

Candidates

Personal Financial Disclosure (PFD)

Candidates for elective office

Must file PFD with MEC & give copy to political subdivision if it has an ordinance:

- ✓ Due no later than 14 days after the closing date for filing for candidacy
- ✓ If become a candidate after the certification date, must file PFD within 14 days of nomination
- ✓ Includes candidates for political subdivision with an annual operating budget over \$1 million dollars (unless the political subdivision has adopted an ordinance, order or resolution which excludes the candidate from filing a PFD)

Candidates for judicial office

- ✓ New associate circuit judicial candidates—*file with MEC*
- ✓ Municipal judge candidates (if required by subdivision)—*file with MEC*
- ✓ All other judicial candidates—*file with Supreme Court*

Candidate notification

Candidates for public office receive notification of the filing requirement from their election authority when they file for office.

Candidate reporting time period

- ✓ Incumbent—Report information from January 1 of the previous calendar year to the closing date for candidacy (may be longer than a 12 month period)
- ✓ New Candidate—Report information for 12 months prior to closing date for candidacy

Candidate deadlines for filing

- ✓ Fax filings ARE NOT accepted, paper forms require original signature
- ✓ Electronically filed or hand-delivered—must be received by 5:00 pm **on** due date
- ✓ Mailed—must be post-marked no later than midnight the day **before** the due date

🔗 See [Ordinance](http://www.mec.mo.gov/EthicsWeb/PFD/PFD_Info.aspx#Section7) on our website for more information and a sample. (www.mec.mo.gov/EthicsWeb/PFD/PFD_Info.aspx#Section7)

Candidates

Personal Financial Disclosure (PFD)

Candidate Filing

Candidates required to file a PFD must file according to the following dates:

2014 Statutory Election Dates	Feb 4	Mar 4 (see charter)	Apr 8	Aug 5	Nov 4
Closing Date of filing for Candidacy	Nov 19	Dec 17	Jan 21	Mar 25	Aug 19 ***
PFD Filing Deadline* (14 days from the closing date of fil- ing for candidacy)	Dec 3	Dec 31	Feb 4	Apr 8	Sept 2
PFD Filing Deadline** (21 days from the closing date of fil- ing for candidacy)	Dec 10	Jan 7	Feb 11	Apr 15	Sept 9

* Failure to file by the 14 day deadline results in a minimum \$10 per day late fee.

** Failure to file by the 21 day deadline results in late fees, candidate disqualification and removal from ballot.

*** Close of filing for jurisdictions authorized to elect directors in November, such as 911 & Emergency Services directors.

If there is a conflict of interest ordinance on file with the MEC and the above deadlines are not met, penalties (if any) are assessed by the political subdivision according to their ordinance.

A candidate required to file a PFD because of their candidacy in a primary election is required to **amend** their PFD by the close of business on the Monday before the general election if they obtain any additional financial interests or have any change in their existing financial interests since the filing of their last PFD. See [PFD FAQs](#) for more info. (§105.487(1) RSMo).

Candidates

Campaign Finance Disclosure

Purpose

Campaign finance disclosure law requires that all committees and all **candidates**, regardless of their reporting status, as well as certain individuals and entities, maintain accurate and up-to-date accounts and records regarding their campaign-finance activity. See Chapter 130 RSMo for more information.

Candidate Reporting Requirements

The type of office a candidate is running for, the amount of money accepted (contributions) and the amount of money spent or incurred (expenditures) determines a candidate's level of reporting and if they have to form and register a campaign finance committee:

Candidate Type	Activity Thresholds	Requirement
<ul style="list-style-type: none"> ✓ Statewide Office ✓ State Representative or State Senator ✓ Municipal Office (population greater than 100,000) 	<ul style="list-style-type: none"> ✓ Total contributions received are \$500 or less; and ✓ Total expenditures made on behalf of the candidate are \$500 or less; and ✓ No single contributor, other than the candidate, contributed more than \$325. 	Statement of Exemption and Exemption Statement of Limited Activity Reports
	<ul style="list-style-type: none"> ✓ Candidate exceeds the thresholds listed above. 	Statement of Committee Organization*
<ul style="list-style-type: none"> ✓ All other candidates 	<ul style="list-style-type: none"> ✓ Total activity is \$1,000 or less; (includes contributions received + expenditures made by the candidate or any other person with the candidate's knowledge); and ✓ No single contributor contributed more than \$325. 	No filing requirement
	<ul style="list-style-type: none"> ✓ Candidate exceeds the threshold listed above. 	Statement of Committee Organization*

* Plus subsequent campaign finance disclosure reports as required

Committees

Campaign Finance Disclosure

Candidates & Candidate Committees:

Read *Committees—Campaign Finance Disclosure* section for additional information about campaign finance disclosure.

Purpose

Campaign finance disclosure law requires that all **committees** and all candidates, regardless of their reporting status, as well as certain individuals and entities, maintain accurate and up-to-date accounts and records regarding their campaign-finance activity. See Chapter 130 RSMo for more information.

What is a Committee?

A committee is a person(s)* who:

- ✓ Accepts contributions or spends/incurs money for the purpose of attempting to influence the action of voters; and
- ✓ The money spent or received exceeds certain dollar amounts

**See §130.011 for full definitions of “committee” and “person”.*



See the [When to Form & Register a Committee](#) brochure on our website. Also at www.mec.mo.gov/EthicsWeb/CampaignFinance/CF_Brochures.aspx

Complying with campaign finance requirements

If you are required to file a Statement of Committee Organization, you must:

1. Identify committee type
2. Form the committee
3. Register the committee
4. Identify “Where to File” the reports
5. File campaign finance reports
6. Amend committee information or reports as needed
7. Distribute any remaining funds & dissolve any debt
8. Terminate the committee

Committees

Campaign Finance Disclosure

Step 1: Identify Committee Type

There are six different types of committees and each has specific deadlines for formation:

Committee Type	Deadline for Forming
Campaign Committee Formed to support or oppose a ballot measure in a specific election or for the retention of judges.	30 days prior to the election date
Candidate Committee Formed by a single candidate for office for a specific election.	30 days prior to the election date
Continuing Committee (Political Action/PAC) Formed to remain in existence beyond any one election/ballot issue, directed by someone other than candidate.	60 days prior to the election date
Debt Service Committee Formed to retire a committee's debt.	See website for more information
Exploratory Committee Formed to receive and spend money to determine whether an individual will seek public office.	See website for more information
Political Party Committee Formed as a committee of a political party	See website for more information



NOTE: It is a violation of law to transfer anything of value to a committee with the intent to conceal its actual source.

Committees

Campaign Finance Disclosure

Step 2: Form the Committee

- ✓ The actions of the committee determine when the committee is formed
- ✓ Examples of forming a committee: opening a committee bank account, appointing a treasurer and/or deputy treasurer, etc.

Treasurer/Deputy Treasurer Requirements:

- ✓ Must be a resident of Missouri
- ✓ Must reside in candidate district or any county which contains a portion of that district (Adv. Opinion 2008-10.CF.009)
- ✓ If candidate committee, must be appointed by the candidate

📄 See the [Treasurer's Guide for Campaign Finance](http://www.mec.mo.gov/EthicsWeb/CampaignFinance/CF_Brochures.aspx) brochure on our website. (www.mec.mo.gov/EthicsWeb/CampaignFinance/CF_Brochures.aspx)

Step 3: Register the Committee

- ✓ File Statement of Committee Organization with the appropriate authority within 20 days after the committee is formed and no later than the deadline for the filing of the first disclosure report
- ✓ If you are required to file with two filing entities, you must file an original Statement of Committee Organization with both entities

NOTE: MEC filers and dual filers establish their e-filing account when registering the committee and from that point on must file their disclosure reports online. Local filers have option to file on paper with their local election authority or may file electronically using the Commission's e-filing system. Local filers that choose to e-file must establish their e-filing account with MEC and from that point on must file their disclosure reports online. (See [Committee Registration Packet](#)). See next page for "Where to File"...



📄 See different search options available for campaign finance at [Campaign Finance Searches](http://mec.mo.gov/EthicsWeb/CampaignFinance/CampaignFinance.aspx) on our website (mec.mo.gov/EthicsWeb/CampaignFinance/CampaignFinance.aspx)

Committees

Campaign Finance Disclosure

Step 4: Identify “Where to file” reports

The type of ballot measure, office sought, or committee type determines where a candidate or committee files their campaign finance reports.

Type	Where to file
<i>MEC filers</i> ✓ Candidate for statewide office ✓ Statewide ballot measure (ie campaign committee) ✓ Statewide political party committee	MEC (Missouri Ethics Commission)
<i>Dual filers:</i> ✓ Candidate for: <ul style="list-style-type: none"> • State Representative • State Senator • County Clerk • Other county office in county with population over 100,000 • City municipal office in city with population over 100,000 • Partisan Circuit Court Judge • Partisan Associate Circuit Court Judge ✓ Continuing committee (political action/PAC) ✓ Local political party committee	MEC & Local Election Authority (County Clerk or Board of Election Commissioners)
<i>Local Filers:</i> ✓ Candidate for: <ul style="list-style-type: none"> • School, fire, ambulance, or other special purpose district • City municipal office in city with population of 100,000 or less • County office in county with a population of 100,000 or less (except the County Clerk) ✓ Local ballot measure (ie campaign committee)	Local Election Authority (County Clerk or Board of Election Commissioners)

NOTE: If receive contribution or loan over \$5,000 must register with MEC and establish an e-filing account, within 48 hours, in order to file 48 Hour Report of Contribution over \$5,000 (including local filers).

Committees

Campaign Finance Disclosure

Step 5: File Campaign Finance Reports

- ✓ All persons/committees required to form a campaign finance committee and file a Statement of Committee Organization must also file subsequent campaign finance disclosure reports as required
- ✓ A committee discloses its campaign finances on campaign disclosure reporting statements, consisting of *either* a:
 - ◆ [Statement of Limited Activity](#)
 - ◆ Full Disclosure

Electronic Filing:

- ✓ All campaign finance reports may be filed electronically with the Commission
- ✓ All statewide and legislative candidates are required by law to file their reports electronically with the Commission
- ✓ Continuing Committee (PAC) that makes contributions in excess of \$15,000 in a calendar year are required by law to file their reports electronically with the Commission

Due Dates & Deadlines for Filing:

- ✓ Reports electronically filed must be filed by 5:00 p.m. on the due date
- ✓ Reports mailed (local paper filers only) must be post-marked prior to the due date
- ✓ Reports hand-delivered (local paper filers only) must be delivered by 5:00 p.m. on the due date
- ✓ If the due date for filing a report falls on a Saturday, Sunday or an official holiday, the due date is extended to 5:00 pm on the next business day (this does not apply to reports required to be filed after the 8 Day Before Election Report, ie: Late Expenditure Report, 48 Hour of Contribution over \$5,000, and Late Contribution Report)

Late Fees:

If report(s) are not received by the due date a minimum \$10 per day penalty may be assessed. For the 8 Day Before Report, a \$100 per day penalty may be assessed for the first 8 days and \$10 per day thereafter.

Committees

Campaign Finance Disclosure

Step 6: Amend committee information and/or disclosure reports as needed

- ✓ File an Amended Statement of Committee Organization within 20 days after a change occurs, but no later than the due date of the next required report
- ✓ Include a brief description of what changed

After Election:

Successful Candidates:

- ◆ Update election information to continue to receive contributions; or
- ◆ Use committee funds for necessary and ordinary expenses in connection with duties of office; or
- ◆ Terminate the committee

Unsuccessful Candidates:

- ◆ If more money on hand than debt, must terminate committee within 30 days
- ◆ If more debt than money on hand, can form a Debt Service Committee

NOTE: Successful candidate must file 30 Day After Election Report, if have expenditures or contributions made, BEFORE being sworn-in. Time period is from day after last report closed through the day before the swearing-in.

Step 7: Distribute any remaining funds and dissolve any debt (See §130.034 for allowable uses of contributions)

Step 8: Terminate the Committee

File Committee Termination Statement & Disclosure Report

- ✓ Within 10 days of committee's dissolution
- ✓ Include time period (day after last report closed through dissolution date)
- ✓ Include disposition of funds (surplus/deficit)
- ✓ Include current contact info & preserve committee's records & reports (for 3 years)



See [After Election Requirements & Debt Service Committees](#) and/or [Terminating a Committee](#) on our website. (www.mec.mo.gov/EthicsWeb/CampaignFinance/CF_Brochures.aspx)

Committees

Campaign Finance Disclosure

Filing Requirements and Dates

Reporting Period: The day **after** the last filed report's closing date (or the date of the filed Statement of Committee Organization) through the closing date shown below.

2014 Election Dates	Feb 4	Mar 4	Apr 8	Aug 5	Nov 4
Committee Organization Deadline (except continuing committees/PACS)	Jan 5	Feb 2	Mar 9	Jul 6	Oct 5
Continuing Committee/PAC Organization Deadline	Dec 6	Jan 3	Feb 7	Jun 6	Sep 5
40 Day Before Report* (§130.046.1(3) RSMo.)					
Closing Date (Date reported through)	N/A	Jan 18	Feb 22	N/A	N/A
Due Date	N/A	Jan 23	Feb 27	N/A	N/A
8 Day Before Report** (§130.046.1(1) RSMo.)					
Closing Date (Date reported through)	Jan 23	Feb 20	Mar 27	Jul 24	Oct 23
Due Date	Jan 27	Feb 24	Mar 31	Jul 28	Oct 27
30 Day After Report** (§130.046.1(2) RSMo.)					
Closing Date (Date reported through)	Mar 1	Mar 29	May 3	Aug 30	Nov 29
Due Date	Mar 6	Apr 3	May 8	Sep 4	Dec 4
Quarterly Reports (§130.046.1(3), 3 RSMo.)					
All committees must file quarterly reports no later than the 15 th day following the close of each calendar quarter. These quarterly reports are due until the committee terminates. Closing and due dates are below.					
Closing Date (Date reported through)	<u>January</u> Dec 31	<u>April</u> Mar 31	<u>July</u> Jun 30	<u>October</u> Sep 30	
Due Date	Jan 15	Apr 15	Jul 15	Oct 15	

***40 Day Before** only required if accepted contributions or made expenditures for that election. ** **8 Day Before** & **30 Day After** reports only required if made expenditures (spent money or incurred an expenditure) for that election.



Campaign Committees: For ballot measures to be qualified on the ballot by petition, see also §130.046.2 RSMo.

Committees

Campaign Finance Disclosure

Filing Requirements and Dates (cont.)

48 Hour Report of Contribution over \$5,000 (§130.044.1 RSMo.)
Any individual or committee receiving any contribution (including loans, see §130.011 RSMo. for full definition of contribution) from any single contributor over \$5,000 must electronically report same to the Missouri Ethics Commission within 48 hours of its receipt (must also report this contribution in the committee's next filed report).
Late Contribution Report (§130.050.3 RSMo.)
Any receipt of a contribution (including loans, see §130.011 RSMo. for full definition of contribution) over \$250 that is received between the 11 th day through the day before the election, must be reported within 24 hours of its receipt (must also report this contribution in the committee's next filed report). The disclosure may be made electronically or by any written means of communication.
Continuing Committee/PAC – Late Expenditure Report (§130.046.3(2) RSMo.)
Each time a continuing committee (political action/PAC) spends (or incurs) more than \$250, whether in a single expenditure or in combined expenditures, after the 12 th day before an election, a full disclosure report must be filed within 24 hours. This does not include contributions made to another committee.



Visit our website at www.mec.mo.gov for *Upcoming Deadlines & Reminders* specific to your election

Candidate/Committee Checklist

- ☐ 1. Form Committee
- ☐ 2. Select Treasurer
- ☐ 3. View tutorials & brochures, register for training
- ☐ 4. Open bank account
- ☐ 5. File *Statement of Committee Organization**
- ☐ 6. File *Electronic Filing Agreement** (for dual filers & local filers that wish to e-file)
- ☐ 7. Declare candidacy with appropriate election authority during filing period (Candidates only)**
- ☐ 8. File Personal Financial Disclosure (PFD) (Candidates only)
- ☐ 9. Review Reporting Calendars
- ☐ 10. Continuously file required campaign finance reports
- ☐ 11. After Election:
 - If unsuccessful candidate:
 - ✓ If more money on hand than debt, must terminate committee within 30 days
 - ✓ If more debt than money on hand, can form Debt Service Committee
 - If successful candidate:
 - ✓ Update election information to continue to receive contributions; or
 - ✓ Use committee funds for necessary and ordinary expenses in connection with duties of office; or
 - ✓ Terminate the committee

* Found in *Committee Registration Packet*.

** Can be done prior to steps 1 through 6 above.

Campaign Materials Identification Requirements (Paid-for-by)

Who must comply? Any person publishing, circulating, or distributing campaign material relative to any candidate for public office or any ballot measure within Missouri (See §130.011(21) RSMo., for definition of “person”).

What is Campaign Material:? Pamphlets, circulars, handbills, sample ballots, advertisements, signs (including those for display on vehicles), or other imprinted or lettered materials. *Items **excluded** include items for personal use given away or sold, (i.e. campaign buttons, pencils, or clothing) which are paid for by a candidate or committee.* See §130.031 RSMo for more information.

Who Paid For The Printed Matter	Required Sponsor Information (<i>following the words 'Paid for by'</i>)
Candidate from personal funds (only if no candidate committee exists)	First name & Last name by which candidate is known (<i>Ex: Paid for by (First Name) (Last Name)</i>)
Committee	Committee name as required to be registered by Missouri campaign finance law, along with the committee treasurer's name and title (serving when the material was paid for). (<i>Ex: Paid for by (Committee Name), (Treasurer Name), Treasurer</i>)
Corporation, Business Entity, Labor Org., Other Org. (not a committee or organized for influencing election(s))	Name of the entity, entity's principal officer's name, known title, and mailing address of entity or principal officer (if entity has no mailing address)
Individual(s)	Individual(s) name, & mailing address(es). If more than 5 may print “for a list of sponsors contact (name & address of one individual responsible for having material printed)”. This individual must keep the names and amounts paid by all other individuals.
Must use full name of person &/or entity. Can not use abbreviations or acronyms.	

Federal Laws Govern:

TV & Radio: If you are a broadcast station transmitting matter about a candidate or measure, you must provide sponsor identification in accordance with federal laws.

Federal Candidates: If you are a person causing matter to be printed or broadcasted about federal candidates, you must provide sponsor identification in accordance with federal laws.



For more info, see FAQs, brochure & tutorial on our website!

Complaints & Investigations

Filing a Complaint

Any individual may file a complaint with the Missouri Ethics Commission if that individual believes any candidate or other individual has violated the campaign finance disclosure laws, the personal financial disclosure laws, the conflict of interest laws, the lobbying laws, or any order, ordinance or resolution dealing with the official conduct of officials. See §105.957 RSMo for more information.

- ✓ Any complaint against a candidate alleging a violation of the conflict of interest or lobbying laws will not be accepted by the Ethics Commission from sixty days prior to the primary until after the date of the general election
- ✓ No complaint can be accepted by the commission within fifteen days prior to the primary or general election in which the candidate is running for office
- ✓ All complaints must be in writing and must be sworn to under penalty of perjury by the complainant
- ✓ A copy of the complaint will be provided to the individual it is filed against within 5 days of receipt
- ✓ A copy of the complaint form may be downloaded from the Commission's website

Commission Investigations

- ✓ Investigations by the Commission are confidential
- ✓ Final actions of the Commission are public



Search [Commission Cases - Final Actions](http://www.mec.mo.gov/EthicsWeb/Compliance/Compliance_CASearch.aspx) on our website.
(www.mec.mo.gov/EthicsWeb/Compliance/Compliance_CASearch.aspx)

Conflict of Interest

Conflict of Interest

The general provisions of the law (see §105.450-105.467 RSMo for more information) as they apply to elected and appointed officials and some employees of the state and political subdivisions of the state, provide that an elected official cannot:

- ◆ Use their office for financial gain for him/herself, spouse or dependent children or certain businesses
- ◆ Vote to hire any person related to the official by the fourth degree by blood or marriage. (e.g. great grandparent to first cousin)
- ◆ Perform a service for the political subdivision for pay of more than \$500 per transaction or \$5,000 per year unless the service is bid and the official, company, or partnership is the lowest bidder (if the official has more than a ten percent (10%) interest in the company or partnership). This also applies to the sale, rent, or lease of property to the political subdivision
- ◆ Vote for or against any measure if they have received or have been promised any gift or payment of any item or value on condition of the vote
- ◆ Receive anything of value to influence the action of the political subdivision

📄 See [Relationship Chart](http://www.mec.mo.gov/WebDocs/PDF/Misc/RelationshipChart.pdf) on our website. (<http://www.mec.mo.gov/WebDocs/PDF/Misc/RelationshipChart.pdf>)

Use of Public Funds

- ✓ No contributions or public funds can be spent by an officer, employee, or agent of a political subdivision to advocate, support, or oppose any ballot measure or candidate for public office
- ✓ This does not prohibit the public official of a political subdivision from making public appearances or issuing press releases about a ballot measure

📄 See [Conflict of Interest Guide & FAQs](http://www.mec.mo.gov/EthicsWeb/Compliance/Compliance.aspx) on our website (www.mec.mo.gov/EthicsWeb/Compliance/Compliance.aspx)

Lobbying

Definition and Requirements

A lobbyist is a person who attempts to influence the action of government. See §105.470-105.478 RSMo for more information.

- ✓ There are four types of lobbyists:
 - ◆ Legislative lobbyist
 - ◆ Executive lobbyist
 - ◆ Judicial lobbyist
 - ◆ Elected local government official lobbyist
- ✓ A lobbyist may register to lobby any or all of these government branches. Each lobbyist must do the following:
 - ◆ Annually register with the Missouri Ethics Commission
 - ◆ Pay a \$10 annual registration fee
 - ◆ File monthly report disclosing any monies spent on elected officials, their family, and/or staff and disclosing business relationships with public officials
- ✓ Failure to file the monthly statement results in a \$10 per day late fee
- ✓ Lobbyists may terminate their status at any time
- ✓ For more information, refer to Section 105.470, RSMo

Reported Lobbyist Expenses

- ✓ Lobbyists report monies spent by the lobbyist principal and/or the lobbyist. They report monies spent on behalf of public officials, their staff and employees, spouses, and dependent children.
- ✓ Reported lobbyist monies spent include:
 - ◆ Printing & Publication
 - ◆ Media & other Advertising
 - ◆ Travel
 - ◆ Entertainment
 - ◆ Honorariums/Gifts
 - ◆ Meals/Food/Beverages
 - ◆ Other



See [Lobbyist Tutorials & FAQs](http://www.mec.mo.gov/EthicsWeb/Lobbying/Lobbying.aspx) on our website.
(www.mec.mo.gov/EthicsWeb/Lobbying/Lobbying.aspx)

Training/Resources

Visit the [training](#) page on our website to view the training & webinar schedule, web tutorials and more!!

www.mec.mo.gov/Training

Flyers/Brochures

- Conflict of Interest Guide
- Conflict of Interest Relationship Chart
- Guide to Personal Financial Disclosure
- Campaign Finance—Candidates/Committees
 - After Election Requirements & Debt Service Committees
 - Campaign Materials Identification Requirements (Paid-for-by)
 - Exempt Candidates
 - Fund-Raising Activity
 - Guide to Continuing Committees (PACS)
 - Guide to Record-Keeping
 - Hot Topics in Campaign Finance
 - Statement of Limited Activity Requirements
 - Terminating a Committee
 - Treasurer's Guide for Campaign Finance
 - When to Form & Register a Committee
 - Upcoming Deadlines & Reminders (by election)

Tutorials

- Lobbyist (series of 4)
- Ethics Overview (series of 4)
- Campaign Finance—Candidates/Committees
 - Campaign Materials Identification Requirements (Paid-for-by)
 - Candidate Reporting Requirements Tutorial
 - Forming a Campaign Finance Committee Tutorial
 - Supplemental Forms—paper filers
- Campaign Finance e-filing
 - Reporting for e-filers (series of 4)
 - Import Function Tutorial
 - Overview & Navigational Tutorial
 - Section Wizard Tutorial
- Political Subdivision—Duties and Responsibilities with MEC



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